

MINUTES OF THE CITY COUNCIL

CITY OF AUSTIN, TEXAS

Special Meeting

April 19, 1954

2:00 P. M.

Council Chamber, City Hall

The meeting was called to order with Mayor McAden Presiding.

Roll Call:

Present: Councilmen Long, Pearson, Thompson, White, Mayor McAden
Absent: None

The Mayor announced that this meeting was for the purpose of discussing with MR. HOWARD FERGUSON of GRIFFENHAGEN & ASSOCIATES, Consultants in Public Administration and Finance, the matter of making an administrative survey of the City.

MR. HOWARD FERGUSON submitted the following proposal:

1. Appraisal of the organization and procedures for the management and administration of the City Government, including the appropriateness and effectiveness of the provisions for:
 - a. Organization structure
 - b. Personnel administration
 - c. Financial administration, budgeting, accounting and fiscal reporting
 - d. Managerial direction and control, including the techniques for
 - (1) Development of policies
 - (2) Dissemination of policies through the organization
 - (3) Delegation of authority
 - (4) Maintenance of controls over operations
 - (5) Flow of information as to performance up to the management, including both the manager and the Council
 - (6) Handling of complaints
2. As to each of these features, and any others found to be significantly affecting the results of city operations.

- a. Determine wherein the management and administrative organization and procedures are sound and effective and wherein they display weakness or defects.
- b. Recommend appropriate means of correcting the defects.
3. Periodically, during the course of the work, discuss with the City Manager and members of the Council, individually or collectively, the tentative conclusions and recommendations growing out of the study.
4. At the conclusion of the study, report formally upon the conclusions and the recommendations of the study.

No action was taken by the Council, and Mr. HOWARD FERGUSON was to submit the proposal in writing. Tentative cost for making this survey was \$6,500.00.

There being no further business, the Council adjourned subject to the call of the Mayor.

APPROVED: 

Mayor

ATTEST:


City Clerk